

CIVIL SERVICE REFORM ACT OF 1978

TITLE IV

SENIOR EXECUTIVE SERVICE

COVERAGE: Managers and supervisors in current GS-16 through Executive level IV (about 8,000).

SIZE: Based on zero-based review of Agency program needs.

POSITIONS:

Career reserved - filled only by career appointment

General - filled by career, noncareer, limited appointment.

APPOINTMENTS:

Career - merit staffing; OPM approves managerial qualifications

Non career - no more than 10% of total SES positions

Limited term - 3 year limit, positions to expire

Limited emergency - 18 month limit; new position requiring immediate staffing

Five percent ceilings on limited appointments.

ENTRY INTO SES:

OPM certifies managerial qualifications of career executive candidates.

Agency determines qualifications for specific position for all types of appointments.

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PRIMARY PROVISIONS

COMPENSATION AND BENEFITS OF SES

Basic Pay:

- 5 or more levels of basic pay.
 - ° minimum = GS-16 at first step
 - ° maximum = Executive Level IV pay
- President adjusts basic pay annually and publishes new levels in Federal Register and reports them to Congress.
 - ° Current (January 1979) Presidential Basic Pay Plan for proposal to Congress to be effective 1 October 1979:

ER-I	-	\$44,756
ER-II	-	46,470
ER-III	-	48,250
ER-IV	-	50,100
ER-V	-	51,450
ER-VI	-	52,800
 - ° Should Congress continue restrictions on pay ceiling, SES members will be restricted to current maximum pay up to \$47,500.

- Agency head sets basic pay of individual executives at one of the levels authorized.
- Only one pay adjustment per executive per year.
- If career executive's basic pay is to be reduced, must give 15 days notice.

Performance Awards for Career Executives:

- May be awarded lump sum payment once a year for full successful performance, up to 20% of basic pay; noncontinuing (must be earned each year).
- The maximum number of performance awards in an agency each year is equal to 50% of SES positions in the agency (if agency has 4 or more SES positions).

Ranks for Career Executives

- 5% of SES executives per year may be given rank of Meritorious Executive and get one-time lump sum payment of \$10,000.
- 1% of SES executives per year may be given rank of Distinguished Executive and get one-time lump sum payment of \$20,000.
- Career executives may receive same rank only once within 5 year period.
- Agency nominates, OPM recommends, President awards ranks.

Compensation Limit: Basic pay plus performance awards plus rank payment may not exceed pay of Executive Level I (currently \$66,000).

Other Benefits:

-- Annual Leave Accrual

SES members will not be limited in amount of earned annual leave carried over at end of annual leave year

-- Sabbaticals for Career Executives

- ° Agency head may grant sabbaticals (employee retains salary and benefits and agency may grant travel and per diem costs) for up to 11 months during any 10 year period.
- ° Career executives must have 7 years of service, 2 years in SES, not eligible for retirement, and agree to remain in civil service for 2 years after sabbatical.

PRESIDENTIAL BASIC PAY PLAN FOR THE SES

TO BE EFFECTIVE 1 OCT 1979

SES PAY SCHEDULE

ES - 1	\$ 44,756
ES - 2	\$ 46,470
ES - 3	\$ 48,250
ES - 4	\$ 50,100
ES - 5	\$ 51,450
ES - 6	\$ 52,800

OPM CONVERSION GUIDELINES

ES - 1	- New GS-16's
ES - 2	- Other GS-16's Step 1 New GS-16's Step 2
ES - 3	- Other GS-16's Step 2 GS-16's Step 3 Now Limited to \$47,500
ES - 4	- All other SES converttees
ES - 5	- based on Agency
ES - 6	determinations. - Conversion to ES-5 & ES-6 reserved for high levels of responsibility or unusually effective performance.
ES - 6	- Current Exec Level IV's <u>must</u> be converted to ES-6